

NOTE: This agreement must be signed by the nominee for all training that exceeds 160 hours (or such other designated period or cost as prescribed by the Head of a Departmental Element and the Department must approve payment of training costs prior to the start of such training. Nothing contained in Section G below shall be construed as limiting the authority of the Department of Energy to waive, **in whole or in part**, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

Trainee Name:	Course Title:	Start Date:	End Date:
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Section G — EMPLOYEE’S AGREEMENT TO CONTINUE IN SERVICE

1. I AGREE that, upon completion of the Government-sponsored training described in this request, if I receive salary covering the training period, I have an obligation to serve in the Department of Energy three times the length of the training period. If I receive no salary during the training period, I agree to serve the Department of Energy for a period equal to the length of training, but in no case less than one month. (The length of training taken outside of duty hours (part-time training) is the number of hours spent in class or with the instructor. The length of training taken during duty hours (full-time training) is eight hours for each day of training, up to a maximum of 40 hours a week or, for special programs, the period designated for the specific program.)
2. If I voluntarily leave the Department of Energy before completing the period of service agreed to in item 1 above, I AGREE to reimburse the Department of Energy for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. The percentage of the expenses to be repaid may not exceed the proportion of the service agreement not completed.
3. I understand that any amounts which may be due the Department of Energy as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
4. I FURTHER AGREE to obtain approval from my supervisor, organization training officer and any additional person responsible for authorizing this training request for any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
5. I acknowledge that this agreement does not in any way commit the Department of Energy to continue my employment. I understand that, if the Department of Energy authorizes the transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1,2 and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

31. Period of obligated Service

_____ Workdays commencing the first workday upon completion of the entire program.

32. Employee’s Signature

Date

